



NEW HIRE CHECKLIST

This checklist should be used as a tool to gather and prepare all of the new hire paperwork that needs to be submitted to a member of the Human Resources team on or before your first day of New Hire Orientation.

New Employee Name	
Start Date	
Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No

No.	New Hire Documents	Completed
1	Career Educational Background Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Confidentiality Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Consent to Disclose Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Designation of Wages Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Direct Deposit Form/Voided Check	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Designation of Work Period and FLSA Comp Time Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Acknowledgement Statements	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Employee Emergency Contact Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Acknowledgement of DCH Policy on Secondary Form	<input type="checkbox"/> Yes <input type="checkbox"/> No *If this is applicable to you include the Standard Request for Approval of Secondary Employment documents*
10	Mass Transit Payroll Deduction	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	G4 State Tax Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	W4 Federal Tax form	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	MAPEP General/Subsequent Injury Program	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	I-9/List of Acceptable Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No *Bring acceptable document(s)*
15	Conditions of Employment and Expectations *Medicaid Eligibility Specialist ONLY*	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	GSEPS_Plan Highlights	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	GSEPS Auto Enrollment Acknowledgement	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	GSEPS_401k_Enrollment GaBreeze	<input type="checkbox"/> Yes <input type="checkbox"/> No

Read GSEPS 401K Plan Enrollment Information, it's available online.

Signature _____